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**DPHSS Guidance Memorandum 2022-04**

**RE: Minimum Requirements for Conducting Business Meetings and Similar Activities of Government of Guam and Private Entities Relative to Executive Orders No. 2021-20 and 2021-21**

The purpose of this document is to clarify the minimum requirements for conducting meetings, conferences, and similar activities by Government of Guam ("GovGuam") and private entities, in accordance with Executive Orders No. 2021-20 and 2021-21, during the current Pandemic Condition of Readiness 3 (PCOR 3), which was declared by Executive Order No. 2021-16 on July 21, 2021. DPHSS issues this guidance pursuant to the *Island Guåhan Emergency Health Powers Act*, in particular 10 GCA § 19601, which provides that DPHSS shall use every available means to prevent the transmission of infectious disease and to ensure that all cases of contagious disease are subject to proper control and treatment.

This memorandum supersedes all previous DPHSS guidance documents that are in effect, in whole or in part, including DPHSS Memorandum 2020-28 (Minimum Requirements for Government of Guam), which contradict or conflict with this memorandum or with Executive Orders No. 2021-20 and 2021-21. Government of Guam and private entities may implement more stringent measures than the standards provided herein, such as physical barriers, social distancing, and limited occupancy.

GovGuam and private entities (businesses and organizations) are authorized to conduct meetings, conferences, and similar activities, either in their place of business or off-site (including Covered Establishments) and the total number of individuals attending these gatherings do not exceed 75, and subject to the requirements set forth below.

This memorandum is effective immediately.

**A. Definitions**

1. "Face Mask" shall mean a material that covers the nose and mouth and can be secured to the head with ties or straps or wrapped around the lower face. Face masks with exhalation vent(s), valve(s), or any device that allows unfiltered release of exhaled breath are highly discouraged.

2. “Vaccinated” and “Vaccination” shall mean having received the first shot of a recommended series of vaccination with a vaccine authorized to prevent COVID-19 by the U.S. Food and Drug Administration (FDA), including by way of an emergency use authorization, or by the World Health Organization (WHO). A list of FDA-authorized vaccines is available at <https://www.fda.gov/emergency-preparedness-and-response/coronavirus-disease-2019-covid-19/covid-19-vaccines>. A list of WHO-authorized vaccines is available at <https://extranet.who.int/pqweb/vaccines/covid-19-vaccines>.

## **B. Vaccination Requirements**

GovGuam and private entities must require all employees, volunteers, and other attendees twelve (12) years plus one (1) month of age or older to show acceptable proof that they have received at least one shot of a recommended series of vaccination pursuant to DPHSS Guidance Memorandum 2021-24 prior to every event. This requirement may be satisfied by requiring proof of vaccination once and keeping copies of such proof on record.

## **C. Face Mask, Handwashing, and Cleaning and Disinfection Requirements**

GovGuam and private entities shall follow applicable requirements of DPHSS Guidance Memorandum 2021-18 that do not contradict or conflict with Executive Order 2021-21 and this Memorandum, relating to face masks; cleaning and disinfection of surfaces; and handwashing.

1. GovGuam and private entities shall implement and enforce wearing of face masks by all individuals ages 2 years and older, including employees, volunteers, and other attendees at all times while indoors and outdoors.
2. GovGuam and private entities shall conduct thorough cleaning and disinfection of surfaces, including chairs and furniture in meeting rooms, using disinfectant cleaning supplies. CDC guidelines for cleaning and disinfecting can be found at the website: <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>. Highly touched surfaces, shared objects, and equipment must be cleaned and disinfected between each use.
3. Use commercial-grade, U.S. Environmental Protection Agency (EPA) registered household disinfectant (<https://www.epa.gov/coronavirus/about-list-n-disinfectants-coronavirus-covid-19-0>). If unavailable, bleach solutions can be used, if appropriate for the surface, by mixing 5 tablespoons (1/3 cup) of bleach (5% - 6% hypochlorite concentration) per 1 gallon of water, or 4 teaspoons of bleach per quart of water.
4. GovGuam and private entities shall provide adequate handwashing supplies, or hand sanitizers containing at least 60% alcohol for use of employees, volunteers, and other



attendees. Hand sanitizer is not a replacement for proper handwashing with soap and water.

#### **D. Health of Employees, Volunteers, and Other Attendees**

1. Employees, volunteers, and other attendees are prohibited from attending or participating in meetings, conferences, or outreach activities if they tested positive for COVID-19 and are infectious, waiting for COVID-19 test results, showing COVID-19 symptoms, or a close contact with a person who has tested positive for, or who has symptoms of, COVID-19.
2. Employees, volunteers, and other attendees must be screened for signs and symptoms of COVID-19, including fever, cough, sore throat, shortness of breath, and close contact or caring for someone with COVID-19, upon arrival.

#### **E. Ventilation**

1. Consider conducting the activity in a location with greater ventilation and air exchange, outdoors versus indoors, and in locations where it is possible to maintain physical distance from others.
2. For indoor events:
  - a. Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible, such as by opening windows and doors. Do not open windows and doors if they pose a safety or health risk (e.g., allowing pollens in or exacerbating asthma symptoms) to individuals occupying the facility.
  - b. Take steps to minimize air from blowing from one person directly to another individual if fans and other mechanical ventilation systems are used. Consider using portable high efficiency particulate air (HEPA) fan or similar filtration systems to enhance air cleaning.

#### **F. Signage**

Signs must be posted at the entrance and throughout the facility that promote behaviors that prevent the spread of the virus that causes COVID-19, which must be communicated through images and pictures for employees, volunteers, and other attendees to observe. Signs must also alert employees, volunteers, and other attendees to the vaccination requirement and inform them that they are required to be vaccinated.

#### **G. Recommendations**

GovGuam and private entities are encouraged to:

1. Prohibit hand-shaking and other physical contacts during greetings.

2. Restrict or prohibit the use of common areas that encourage congregation, such as lounges, etc.
3. Promote the use of video communication for meetings.
4. Eliminate or limit waiting areas, promote appointments, and/or implement other strategies to minimize direct interaction with the public.

For further questions, please contact the Division of Environmental Health at 300-9579 from 8:00 am to 5:00 pm, Monday through Friday, or email, [dphss-deh@dphss.guam.gov](mailto:dphss-deh@dphss.guam.gov).

  
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